

**COUNTY OF SAN DIEGO
VOLUNTEER REPORT FORM
PERIOD: JULY 1, 2000 - JUNE 30, 2001**

1. DEPARTMENT/COURT INFORMATION:

Department/Court: Clerk of the Board of Supervisors

Division/Unit: _____

2. VOLUNTEER PROGRAM BENEFITS:

- a. GENERAL VOLUNTEERS (this section should include community volunteer, student intern, groups, corporations, etc.)

No. Vol.	5	Hours	21	X	\$15.39	=	\$323.19
-----------------	----------	--------------	-----------	----------	----------------	----------	-----------------

Types of work performed by GENERAL VOLUNTEERS in this category:

General garden work: Pruning, weeding, and digging (As part of the "Adopt a Rose Planter Bed Program")

- b. INSTITUTIONAL VOLUNTEERS (this section should include court referrals, honor camp inmates, PIC/RETC, GAIN, etc.)

No. Vol.	288	Hours	2315	X	\$15.39	=	\$35,627.85
-----------------	------------	--------------	-------------	----------	----------------	----------	--------------------

Types of work performed by INSTITUTIONAL VOLUNTEERS in this category:

General garden/landscape/maintenance work: weeding, trash removal, etc.

- c. SPECIALIZED VOLUNTEERS (this section should include utilization of Special Volunteers in positions requiring specific skills and/or expertise levels, for example, an attorney, physician, sports figure or celebrity). These specialized positions have verifiable compensation levels [VCL]. If you have such a volunteer, please indicate the position, hours and compensation level below.)

<u>Position</u>	<u>Hours</u>	<u>X</u>	<u>VCL</u>	<u>=</u>	<u>Dollar Benefit</u>
_____	_____		_____		\$0.00
_____	_____		_____		\$0.00

No. Vol.	0	Total Hours	0	Total Value	\$0.00
-----------------	----------	--------------------	----------	--------------------	---------------

Types of work performed by SPECIALIZED VOLUNTEERS in this category:

N/A

d. TOTALS OF DEPARTMENT VOLUNTEERS (from above):

<u>No. of Volunteers</u>	<u>Hours</u>	<u>Dollar Benefit</u>
<u>5</u>	<u>21</u>	<u>\$323</u>
<u>288</u>	<u>2315</u>	<u>\$35,628</u>
<u>0</u>	<u>0</u>	<u>\$0</u>

TOTALS:	293	Total Hours	2336	Total Value	\$35,951.04
----------------	------------	--------------------	-------------	--------------------	--------------------

3. DONATIONS TO VOLUNTEER PROGRAM:

Please list all donations to the department's Volunteer Program including monetary donations and tangible/intangible items. Items such as computers, air time, transportation, books, etc. Please assign a fair market value to each and add to the total value of the donations section.

Item Donated: N/A Value:

Item Donated: N/A Value:

Item Donated: N/A Value:

Item Donated: N/A Value:

TOTAL VALUE = \$0.00

4. VOLUNTEER PROGRAM COSTS:

a.

Cost of direct supervision of Volunteers (total hours of direct supervision multiplied by the hourly rate of staff person[s] directly supervising program volunteers.)

Hours	327	X	Rate	\$12.58	\$4,113.66
-------	-----	---	------	---------	-------------------

b. Cost of program coordination (total hours of program coordination multiplied the hourly rate of coordinator[s]). This section should include coordination of staff, compiling statistics, job description preparation, volunteer placement, recognition, etc.)

Hours	112	X	Rate	\$28.02	\$3,138.24
-------	-----	---	------	---------	-------------------

Hours	192	X	Rate	\$26.20	\$5,030.40
-------	-----	---	------	---------	-------------------

c. Other program costs (training materials/supplies, recognition costs, etc.):

Item : _____	Flowers	Cost: _____	\$207.37
Item : _____	Refreshments	Cost: _____	\$210.63
Item : _____	Training	Cost: _____	\$159.00
Item : _____	Materials/Supplies	Cost: _____	\$66.90

TOTAL OF OTHER PROGRAM COSTS = \$643.90

d. TOTAL OF PROGRAM COST (4a+4b+4c) = \$12,926.20

5. NET BENEFIT TO DEPARTMENT FROM VOLUNTEER PROGRAM:

a	Total Dollar Benefits of Volunteers, Item 2d	\$35,951.04
b.	Total of Donations to Volunteer Program, Item 3	\$0.00
c.	Subtract Total of program Costs, Item 4d	\$12,926.20

TOTAL PROGRAM BENEFIT: \$23,024.84

6. RECRUITING:

Please describe your recruiting programs:

The Clerk of the Board Department promotes the County Volunteer Program through the use of the County Television Network, the DHR job line, the Clerk of the Board web page, and through recognition programs.

7. SPECIAL VOLUNTEER PROGRAM ACTIVITIES/ACHIEVEMENTS:

Please describe any special activities and/or achievements your program was involved in during the period of this report:

Continued the "Adopt a Rose Planter Bed" program

Coordinated the Board of Supervisors' monthly and annual volunteer recognition events

Coordinated quarterly volunteer coordinator meetings

Participated in RSVP advisory board meetings

8. VOLUNTEER PROGRAM GOALS FOR FISCAL YEAR 2001-02:

Please describe your program goals. Include activities, number of volunteers, recruitment, training, recognition and other goals:

Participate in training offered for Volunteer Coordinators

Expand use of volunteers to include opportunities for office administration work

Offer increased opportunities for student volunteers

Continue to recognize volunteers at monthly volunteer recognition event

9. GENERAL INFORMATION:

Name of person completing report: Francisco M. Ortega/Steven J. Barard

Phone: (619) 531-5616 Mail Stop: A-45 E-Mail: Sbararcb@co.san-diego.ca.us

Volunteer Coordinator: Frank M. Ortega

Phone: (619) 531-6269 Mail Stop: A-45 E-Mail: Fortegcb@co.san-diego.ca.us

10. DEPARTMENT CERTIFICATION:

Thomas J. Perin
DEPARTMENT HEAD SIGNATURE

7/20/01
DATE